Registry Branch

OSA-4878-64

2 November 1964

Dear

    The Program Director asks that the contents of this message be made available to all personnel holding a three level project approval who might conceivably be involved in arranging conferences and visits.

    In the recent past two incidents have occurred which can not be tolerated. Each came about due to a disregard for established security procedures amounting to an unauthorized disclosure of Top Secret information because of the laxity and negligence of those involved.

    In order to prevent a recurrence of these security breaches the policy of this Headquarters is hereby reiterated and is to be adhered to without exception:

    A. Advance Headquarters approval must be obtained prior to setting up inter-facility visits, meetings, and conferences where project information is to be discussed. This includes visits to Headquarters.

    B. The security status of all repeat all attendees must be certified in advance by Headquarters.

    C. Discussions must be limited to the level of the lowest level attendee. Under no circumstances are two level persons to be brought to Headquarters.

    D. Hosts for conferences, meetings and visits are responsible for assuring that the security approvals for all attendees have been certified each time. Participation by persons not so certified will not be condoned regardless of the input they might be able to make.

    E. Disclosures of classified information to unauthorized persons is viewed as an extremely serious matter and will be treated as such should violations occur.

DOCUMENT NO. 75
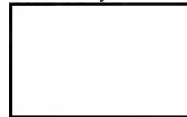NO CHANGE IN CLASS. ☒
☐ DECLASSIFIED
CLASS. CHANGED TO: TS S C
NEXT REVIEW DATE: 2011
AUTH: HR 7-2

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It is regrettable that the actions of a few make this admonishment necessary; however, the security success of past operations is in no small part attributable to the cooperation and adherence to the above security policies by the vast majority of project participants.
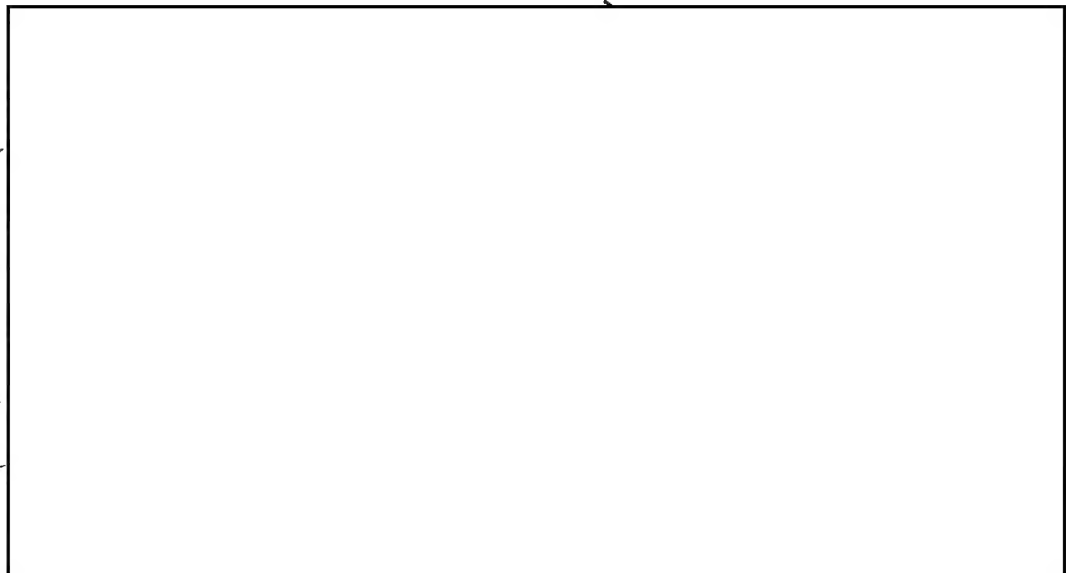
Regards,

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